Balance Reporting

User Guide

BRIDGEWATER BANK

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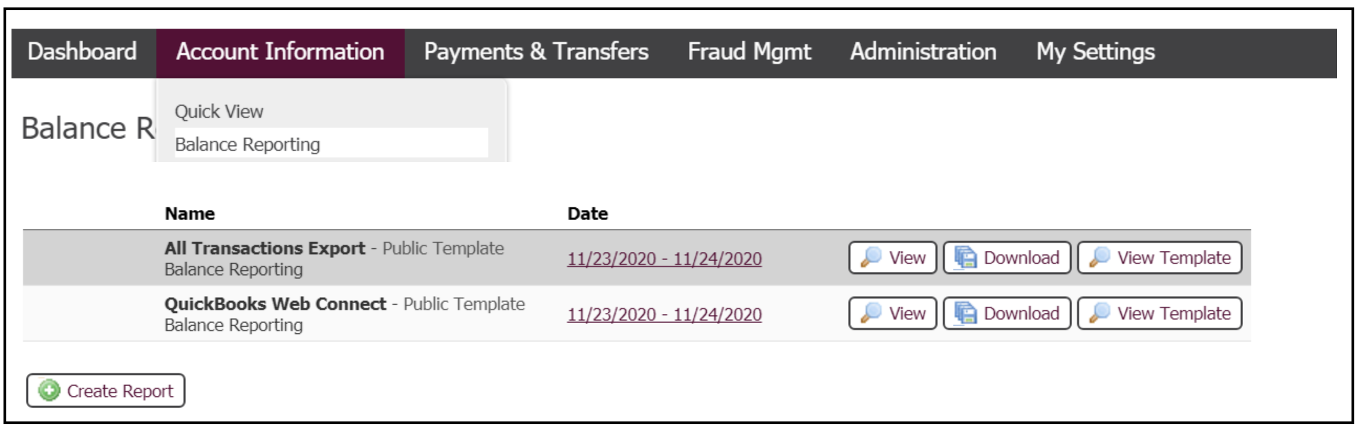
General Information

- Contact the Bridgewater Support Team with questions at 952.542.5100 or hello@bridge2bwb.com M-F, 8:30am-4:30pm.
- Bridgewater follows the Federal Reserve's processing dates. For a most up-to-date Federal Reserve Holiday calendar, reference https://www.federalreserve.gov/aboutthefed/k8.htm .

Balance Reporting

Balance Reporting can be used to quickly view or download transaction history. Custom report templates can also be created to view more specific data information.

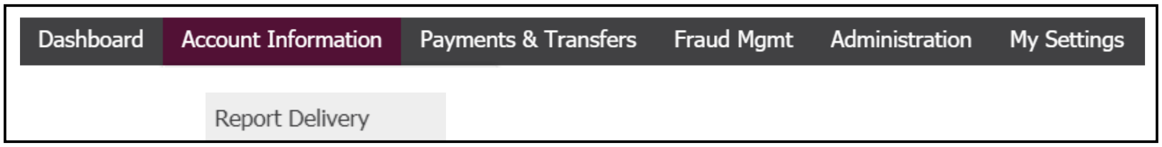
- Select **Account Information - Balance Reporting,** choose the date range by selecting the date hyperlink, then **View** or **Download** the report.
    - The **All Transactions Export** template can be used to view or download all transactions with a .CSV format.
    - The **QuickBooks Web Connect** template can be used to view or download all transactions with a. QBO format.
    - Select the **View Template** icon for data details contained within the specific template.
    - To customize a report to contain other data, formats or only certain account history select the **Create Report** icon.



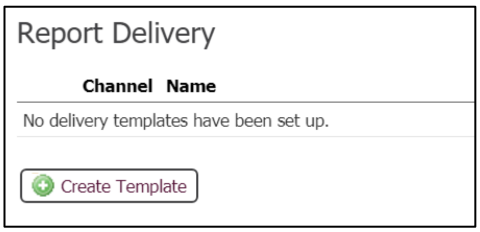
Report Delivery

Report Delivery allows the user to create a customized report template to be delivered via email on a recurring basis.

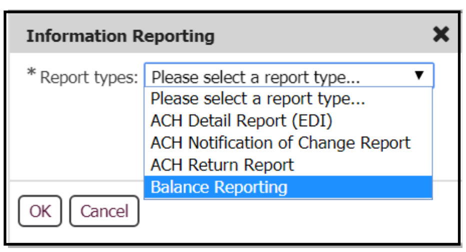
- Select **Account Information > Report Delivery**



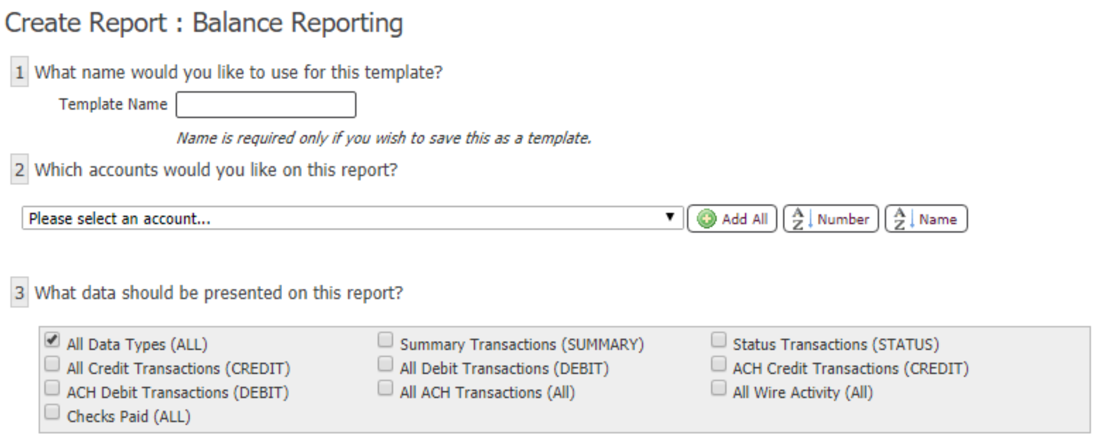
- Select the **Create Template** icon.



- Select **Report types**. The **Balance Reporting** option will be for all account history. The other options are **ACH Detail EDI** for details of an incoming ACH item (if applicable), **ACH Notification of Change** for originated ACH items that need to be corrected and **ACH Return Report** for originated ACH items that were returned. Select **OK**.



- Create a **Template Name**
- Choose your account(s) for the report
- Select the data to be contained in the report



Create Report : Balance Reporting

1 What name would you like to use for this template?

Template Name

Name is required only if you wish to save this as a template.

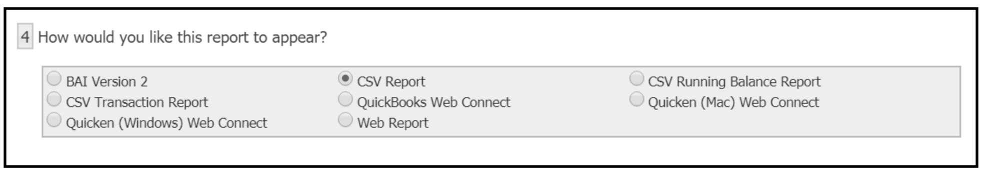
2 Which accounts would you like on this report?

Please select an account... | Add All | Number | Name

3 What data should be presented on this report?

- [x] All Data Types (ALL)
- [ ] All Credit Transactions (CREDIT)
- [ ] ACH Debit Transactions (DEBIT)
- [ ] Checks Paid (ALL)
- [ ] Summary Transactions (SUMMARY)
- [ ] All Debit Transactions (DEBIT)
- [ ] All ACH Transactions (All)
- [ ] Status Transactions (STATUS)
- [ ] ACH Credit Transactions (CREDIT)
- [ ] All Wire Activity (All)

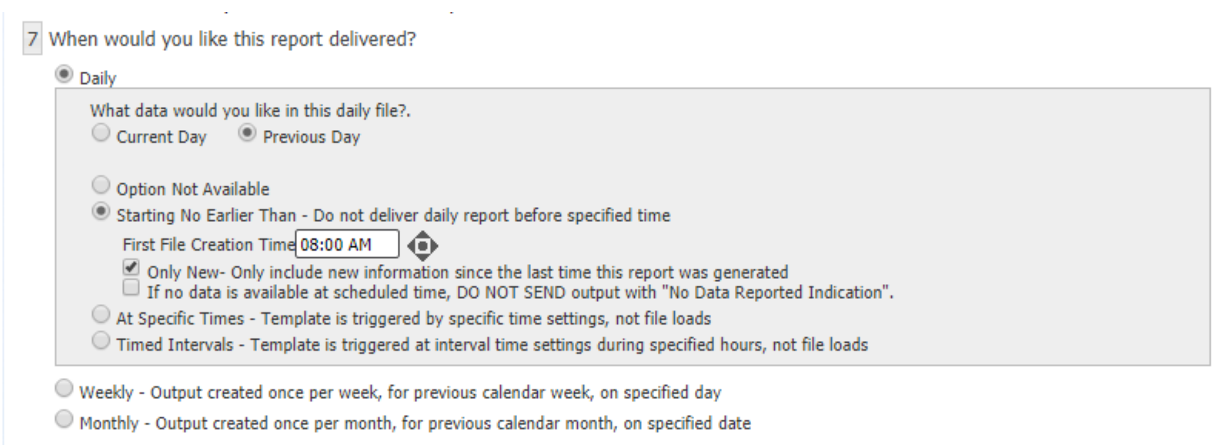
- Choose your report type (select Web Report for a PDF format)



4 How would you like this report to appear?

BAI Version 2
CSV Transaction Report
Quicken (Windows) Web Connect
CSV Report
QuickBooks Web Connect
Web Report
CSV Running Balance Report
Quicken (Mac) Web Connect

- Choose the report format (Encrypted PDF uses the Encrypted Report password found in each user's profile in The Bridge)
- Choose the report frequency for delivery



7 When would you like this report delivered?

Daily

What data would you like in this daily file?.

Current Day Previous Day

Option Not Available

Starting No Earlier Than - Do not deliver daily report before specified time

First File Creation Time 08:00 AM

- [x] Only New- Only include new information since the last time this report was generated
- [ ] If no data is available at scheduled time, DO NOT SEND output with "No Data Reported Indication".

At Specific Times - Template is triggered by specific time settings, not file loads

Timed Intervals - Template is triggered at interval time settings during specified hours, not file loads

Weekly - Output created once per week, for previous calendar week, on specified day

Monthly - Output created once per month, for previous calendar month, on specified date

- Select **Save Template.**